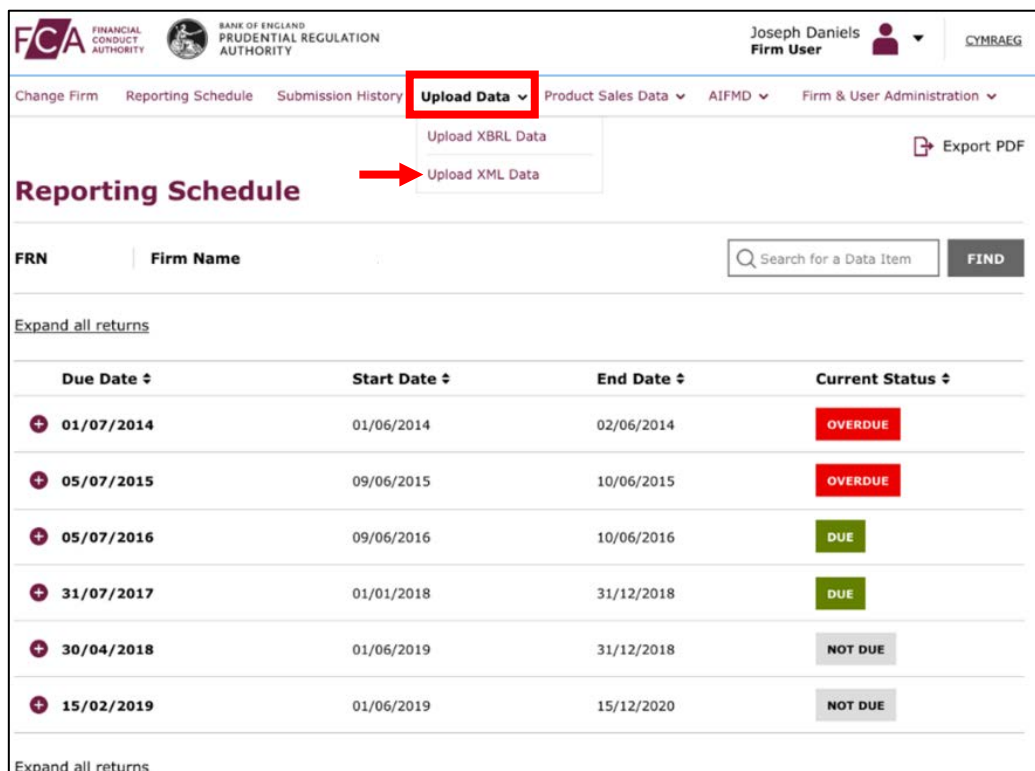# RegData user guide

Uploading an XML file

There are multiple methods for completing your return. This guide will focus on uploading an XML file online.

This guide explains how to:

- navigate to where you upload the XML
- upload the XML
- confirm successful upload

1. Navigating to upload XML data

At the top of the screen, click on the Upload Data drop-down option, and select Upload XML Data:

If the XML being uploaded relates to 1 return, select **Individual Data Item XML** at the top of the screen. Select the data item the upload relates to:

If the data being uploaded relates to multiple date items, click **on Upload XML Request formatted file containing One or more data items**.

Select all applicable data items:

Click on **Upload Data**:

2. Uploading data

In the Upload Data dialogue box, click on **choose file**:
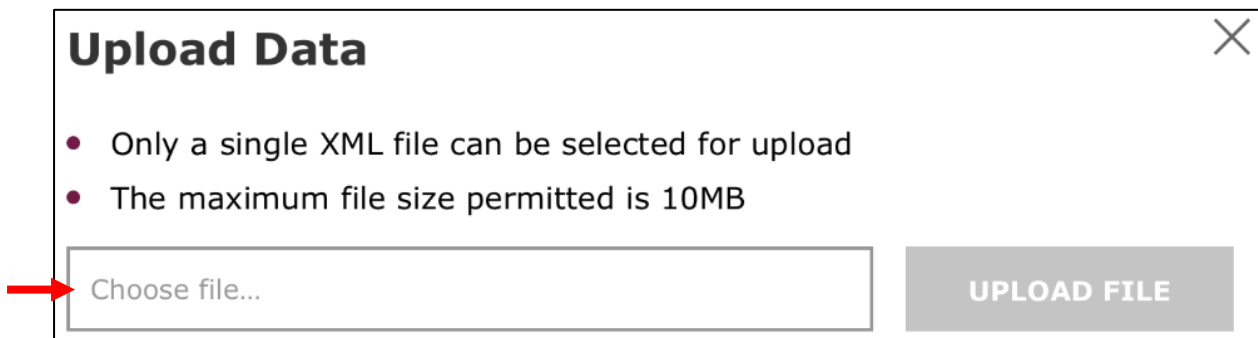
Find your file to upload. Click on **upload file**.

Resolve any errors that have resulted from the upload. If any errors have occurred, you will receive an error message like in the examples below:
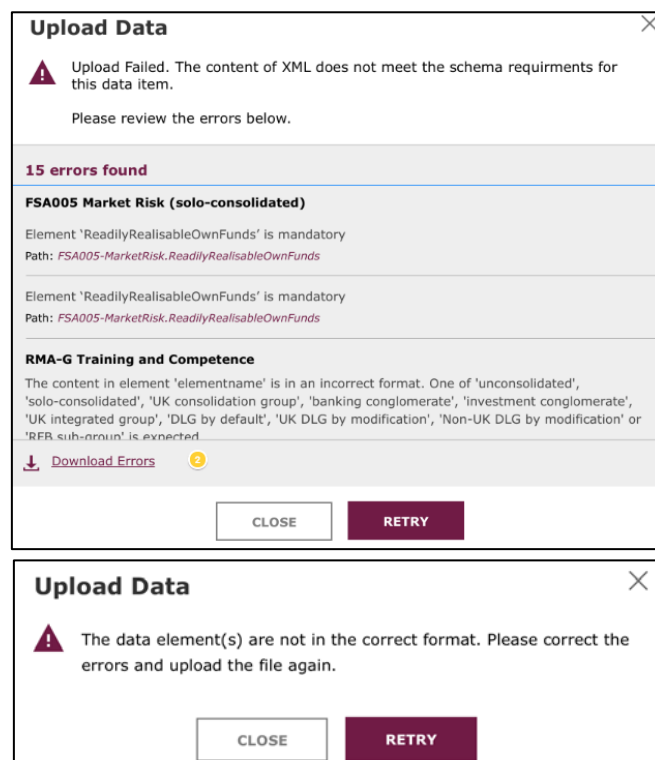

You will need to resolve all errors before trying to upload again.

Once the data has been successfully uploaded, you will see this confirmation.

Click on **close**: